

Grafton Housing Authority

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MINUTES

Grafton Housing Authority

January 14, 2016

Maxwell Drive Community Room

A meeting of the Grafton Housing Authority was held on January 14, 2016 in the Maxwell Drive Community Room. Don Chouinard, James Gallagher, Lisa Kelley, Ed Murphy and David Robbins were present.

- Approval of December, 2015 meeting minutes.
- Approval of Budget Balance Sheets as of November 30, 2015 and December 31, 2015.
- Old Business
 - AUP Final Audit Results – No findings came out of the audit. Just a few minor recommendations (i.e., increase dollar amount in the Capitalization Policy and initial invoices to show that they were actually looked at)
 - Steve Charest and Tom Ferderico inspected Forest Lane and Maxwell Drive hallways. Took about 45–60 minutes to do both sites. Mr. Charest did advise us that some of the hallways and balconies needed to have items removed as soon as possible due to safety reasons. Barbara will be sending out a notice to all tenants with their annual rent recertifications advising them that everything needs to be cleared from hallways and balconies. Ample time will be given considering the time of year and weather. No invoice was received as of yet. At the advice of the Board any invoice received should not be paid. Jim and Don are scheduled to go to the Selectmen meeting in early February requesting a waiver on the fees.
- New Business
 - Jim Gallagher made a motion to increase the dollar amount in the Capitalization Policy from \$300.00 to \$1,000.00. David Robbins seconded. Voted, passed unanimously.
 - Formula Funding letter increased our funding for fiscal year 2018 to \$187,326.

Meeting adjourned at 7:25 p.m. Next meeting Monday, February 8, 2015.

Respectfully submitted,

Barbara Marsden

Barbara Marsden, Secretary